



## Please Read All Instructions Prior to Completing the Application

**All fees must be received prior to the issuance of the permit. Submit payment** in the form of a cashier's check, money order or company check for the correct permit fee, including surcharge made payable to the Comptroller of Public Accounts. **Keep a copy of your application for your records.**

**FAILURE** To Submit Your Application **10 BUSINESS DAYS PRIOR** To The Event Will Be Subject To Expedited Processing Fees As Follows:

- **\$300** for applications received **9 to 7 business days** prior to the event
- **\$500** for applications received **6 to 4 business days** prior to the event
- **\$900** for applications received **3 to 1 business day(s)** prior to the event

Contact your local office as soon as possible to ensure ample time to process your application.

**Additional Items**, if applicable.

- letter from the property owner (*must include a contact name and telephone number, the exact location, date, and time of the event*)
- approvals from state and local officials
- sponsorship agreements, diagram or site maps
- inventory list of alcoholic beverages to be auctioned, *if applying for a temporary auction permit (CA)*
- additional documentation may be required to determine qualification

Submit your application to your local office in person or by email. **Regional Office Email Addresses:**

Region 1: [LubbockCatering@tabc.texas.gov](mailto:LubbockCatering@tabc.texas.gov)  
Region 2: [CateringArlingtonRegion@tabc.texas.gov](mailto:CateringArlingtonRegion@tabc.texas.gov)  
Region 3: [CateringHoustonRegion@tabc.texas.gov](mailto:CateringHoustonRegion@tabc.texas.gov)  
Region 4: [CateringAustinRegion@tabc.texas.gov](mailto:CateringAustinRegion@tabc.texas.gov)  
Region 5: [CateringSanAntonioRegion@tabc.texas.gov](mailto:CateringSanAntonioRegion@tabc.texas.gov)

### **Regulations for All Temporary Permits**

- Permit holder must have control of all phases of the sale and service of alcohol. This includes but is not limited to: brands, pricing, inventory purchase, sales, records, transportation, storage, hours of operation and employees or volunteers.
- All profits from the sale/service of alcoholic beverages must go to the permit holder.
- Remaining inventory of alcoholic beverages after the expiration of the permit may be sold with the permission of the TABC; or it must be distributed back to the members of the organization. ***Certain exemptions may apply.*** For permission to sell after the expiration date of the permit, a written request including an inventory list, must be submitted to your local TABC office.
- Your temporary permit must cover the time of your receipt of the alcohol as well as its storage. Alcohol for the event may **only** be stored at the temporary licensed premise.
- It is the applicant's responsibility to verify and adhere to all state and local ordinances and local forms/applications. **You may be responsible for the collection and submission of state sales and gross receipt taxes.** Contact your local Comptroller of Public Accounts Office for information.
- **No donated alcohol may be sold** unless under the authority of a Temporary Auction Permit (CA).
- Alcohol may **NOT** be obtained from another retailer such as a convenience store, big box discount store or grocery store.

- All alcohol must be purchased from the appropriate manufacturer or distributor. *Refer to chart below.*

WHO TO PURCHASE FROM	License/Permit Types				
	TB	TN	HP	SB	CA
Wholesaler's (W) Local Class B Wholesaler's (LX) General Class B Wholesaler's (X)	Ale & Wine	Ale	Ale & Wine	Ale & Wine	Organization may not purchase product – all alcohol must be donated. Must provide list of products donated and product sources at time of application
General Distributor's (BB) Branch Distributor's (BC) Local Distributor's (BD)	Beer	Beer	Beer	Beer	
Package Store with Local Distributor (LP)	Ale, Beer, Wine & Spirits	Ale, Beer, Wine & Spirits	None	None	
Winery (G)	Wine	Wine	Wine	Wine	
Brewer's (B) with Brewer's Self-Distribution (DA)	Ale	Ale	Ale	Ale	
Wine and Beer Retailer's (BG) with Brew Pub (BP)	Ale & Beer	Ale & Beer	Ale & Beer	Ale & Beer	
Manufacturer (BP) with Manufacturer's Self-Distribution (DB)	Beer	Beer	Beer	Beer	

## **DESCRIPTIONS OF TEMPORARY PERMITS**

**DAILY TEMPORARY MIXED BEVERAGE PERMIT - TB** Permit authorizes the sale of mixed beverages for consumption on the premises for which the permit is issued and may be issued only to the holder of a *Mixed Beverage Permit (MB)* for a picnic, celebration or similar event. The permit may also be issued to a political party or political association supporting a candidate for public office or a proposed amendment to the Texas Constitution or other ballot measure, to an organization formed for a specific charitable or civic purpose, to a fraternal organization in existence for over five years with a regular membership, or to a religious organization. If issued to an organization, that organization may not hold more than 10 temporary permits in a calendar year. The fee is \$50 with a surcharge of \$201.

**DAILY TEMPORARY PRIVATE CLUB PERMIT- TN** Permit authorizes the service of alcoholic beverages for consumption on the premises for which the permit is issued and may be issued only to the holder of a *Private Club Registration Permit (N)*, *Private Club Wine and Beer Permit (NB)*, *Private Club Exemption Certificate Permit (NE)*, or to a *Nonprofit Corporation* for a location in the same county where the permit or corporation is located. It may only be issued for a picnic, celebration, or similar event sponsored by a political party or association supporting a candidate for public office or proposed amendment or a charitable or civic organization or fraternal organization with a regular membership in existence more than five years, a religious organization, or for a fund raising event for a nonprofit corporation. No more than two daily temporary private club permits may be issued to the private club permittee in each calendar year for events sponsored by the same party, association, or organization. A nonprofit corporation may be issued only one daily temporary private club permit in each calendar year. The event may not last longer than eight hours. It may only be issued in the county where the nonprofit corporation is located. The fee is \$50 with a surcharge of \$226.

**TEMPORARY WINE AND BEER RETAILER'S PERMIT – BH or HP** The holder of a temporary wine and beer retailer's permit may sell to the ultimate consumer for consumption on or off the premises, beer, malt liquors, and wine containing alcohol in excess of one half of one percent (1/2 of 1%) by volume but not more than 14 percent or 17 percent by volume (depending on type of local-option election). A temporary wine and beer permit may be issued for a period not to exceed four days and shall be issued only for a

picnic, celebration or similar event. The permit may be issued only to a *Wine and Beer Retailer's Permit* or *Mixed Beverage Permit* or to a nonprofit historic preservation organization that has been in existence for at least 30 years. (HP Code is used if permit is issued to a nonprofit historic preservation organization.) The fee is \$30 with a surcharge of \$201.

**SPECIAL THREE-DAY WINE AND BEER PERMIT - SB** Authorizes the holder to sell to the ultimate consumer for the on-premises consumption of wine, beer and malt liquor containing alcohol in excess of one-half of one percent (1/2 of 1%) by volume but not more than 14 percent or 17 percent (depending on type of local-option election) by volume. A *Special Three-Day Wine and Beer Permit* may be issued to a nonprofit charitable, civic, or religious organization for the temporary serving of wine and beer at a picnic, celebration, or similar event sponsored by that organization. The fee is \$30 with a surcharge of \$201.

**TEMPORARY AUCTION PERMIT - CA** Authorizes the holder to conduct an auction where the sale of the type of alcoholic beverage to be auctioned is authorized by a local-option election. The permit may be issued only to an organization exempt by an I.R.S. 501(c)(3) or a political action committee (PAC). The permit may be issued for a maximum of five days. The fee is \$25.

## **COMPLETING FORM L-TEMPB**

### **CURRENT MIXED BEVERAGE PERMIT INFORMATION**

**Question 1:** Organization/Corporation Name

- Enter the name of your organization or corporation.

**Question 2:** Will Alcoholic Beverages be served past 12 Midnight?

- If answered “**Yes**” you must hold a **current** late hours permit (LB)
- 

**Question 3:** Federal Employer's ID# (FEIN).

- Enter the organizations FEIN.

**Question 4:** Date Organization was established: (mm/dd/yyyy).

- Enter the date your organization was formed as shown on your Secretary of State documents.

**Question 5:** Type of Organization.

- Check the type of organization, which applies.

**Question 6: Application for:**

- Check the type of Temporary permit for which you are applying.

**Question 7:** Temporary Date(s) & Time(s) Requested.

- Enter the date(s) and time(s) for the event, including delivery and storage date/time.  
Example:
  - Delivery of alcohol is Friday 05/12/2017 at 2pm. Event is Saturday 05/13/2017 from 4pm-1am.
  - The event dates and times for this example are 05/12/2017 - 05/14/2017, 2pm-1am.

### **LOCATION INFORMATION**

**Question 8:** Description of Event Address: (Ex: Name of Public Park or Name of Event Venue.)

- Enter a detailed description of the event address.
- Examples:
  - Zilker Park, North Side
  - Event venue name, booth # 3
  - Smith Residence

**Question 9:** Event Address

- Enter the complete event address including suite, booth or room name/number. City, County & Zip Code.

**Question 10:** Description of the Event

- Enter a brief description of the event.  
Examples:
  - Big and Fun Festival 2017
  - Jones Retirement Party
  - Fun Time BBQ

**Question 11:** Who is the primary organizer (company/business) of this event?

- Enter the name of the company/business who organized the event.

**Question 12:** Does this event involve a promoter?

- If **“YES”** the name of the promoter must be provided.

**Question 13:** Does this event involve sponsorship from an upper tier license/permit holder? (Manufacturer, Brewer, Distillery, Winery, Wholesaler and/or Distributor).

- If **“YES”** the name of the upper tier sponsorship must be provided.

**Question 14:** Provide the approximate number of attendees planned for the event.

**Question 15:** Have you confirmed and obtained all necessary permissions, permits and/or approvals from your city and/or county that may be required for your event?

- If **“NO”** you **must** provide an explanation.
- Ensure you have obtained **ALL** necessary permissions, permits and/or approvals from your city and/or county **before** submission of your catering certificate. Contact your local TABC office to inquire/obtain any additional required forms.

**Question 16:** Have you confirmed the event location address is wet for the sale of alcoholic beverages for which you are applying for in this application? (**Not required if applying for a TN**).

- This **must** be confirmed with the County Clerk

**Question 17:** Have you obtained permission to sell alcohol from the owner of premise?

- Enter **“YES”**, if you have obtained permission to sell alcohol from the owner of premise **AND** attach a copy of the letter from the property owner.
- If **“NO”** attach an explanation.

**Question 18:** Other than the permission to sell alcohol on this property (*question 17*), do you have any other contracts and/or agreement dealing with alcohol for this event?

- If **“YES”**, a copy of the contract or agreement **must** be attached.

**CONTACT INFORMATION**

**Question 19:** Name of Contact for this Application

- Enter name of individual who may be contacted in regards to this application, including position/title held, phone number, email address, mailing address, city, county and zip code.

**NOTARY**

Application must be signed by the requestor in front of a notary public, ensure the notary dates and fixes their seal to the application.



# TEMPORARY APPLICATION FOR FRATERNAL, RELIGIOUS, CHARITABLE, CIVIC OR POLITICAL ORGANIZATION/ASSOCIATION

L-TEMPB  
(09/2018)

TABC Use Only	TB -	TN -	SB -	HP -	CA -
					Registry No.

1. Organization/Corporation Name:	2. Will Alcoholic Beverages be served past 12 Midnight? <input type="checkbox"/> Yes <input type="checkbox"/> No		
3. Federal Employer's ID# (FEIN):	4. Date Organization was established: (mm/dd/yyyy)		
5. Type of Organization:			
<input type="checkbox"/> Fraternal <input type="checkbox"/> Religious <input type="checkbox"/> Charitable <input type="checkbox"/> Nonprofit Corporation <input type="checkbox"/> Civic <input type="checkbox"/> Political Party/Association <input type="checkbox"/> Nonprofit Historic Preservation			
6. Application for:			
<input type="checkbox"/> TB – Daily Temporary Mixed Beverage – 1 Day		\$251	Total Due
- Only for Fraternal, Religious, Charitable, Civic and Political Party/Association. - The commission shall not issue more than <b>ten</b> Daily Temporary Mixed Beverage Permits (TB) in each calendar year to a person who does not hold a mixed beverage permit (MB).  State the number of Daily Temporary Mixed Beverage Permits your organization has held beginning January 1 of the current year. _____			
<input type="checkbox"/> TN – Daily Temporary Private Club Permit – 1 Day		\$276	Total Due
- Only for Nonprofit Corporation. - The commission shall not issue more than <b>one</b> Daily Temporary Private Club Permit (TN) to your nonprofit corporation in each calendar year.  State the number of Daily Temporary Private Club Permits issued to your nonprofit corporation beginning January 1 of the current year. _____			
<input type="checkbox"/> SB – Special 3 Day Wine and Beer Permit – 3 Day		\$231	Total Due
- Only for Nonprofit Charitable, Civic or Religious Organizations. - A Special Three-Day Wine and Beer Temporary Permit is a three-day permit. Each three-day period requires a separate application.			
<input type="checkbox"/> CA – Temporary Auction Permit		\$25	Total Due
- Only for a nonprofit organization with a 501(c)(3) designation or political action committee (PAC). - If nonprofit, must have IRS Form 501(c)(3) - Inventory list of alcoholic beverages to be auctioned. Copies <b>must be</b> attached to this application. - A Temporary Auction Permit may be issued up to five-days.			
<input type="checkbox"/> HP – Temporary Wine and Beer Retailer's Permit		\$231	Total Due
- Only for Nonprofit Historic Preservation Organization that has been in existence for at least 30 years. - Permit may be issued for a period of not more than four days. Each four-day period requires a separate application.			
7.	Temporary Date(s) & Time(s) Requested: <b>NOTE:</b> Date and times should include delivery and/or storage of alcohol.		
	TB or TN _____  (Day 1) Hours of Event: Start _____ End _____	SB/HP/CA - _____ to _____ (Day 1) Hours of Event: Start _____ End _____ (Day 2) Hours of Event: Start _____ End _____ (Day 3) Hours of Event: Start _____ End _____ (Day 4) Hours of Event: Start _____ End _____ (Day 5) Hours of Event: Start _____ End _____	
8.	Description of Event Address: (Ex: Parking Lot, North Side of Park, Booth No., etc. <b>Note:</b> Site map required.)		

<b>9. Event Address:</b>			
City	County	Zip Code	
<b>10. Description of Event:</b>			
<b>11. Who is the primary organizer (company/business) of this event?</b>			
<b>12. Does this event involve a promoter?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If "YES," Name of Promoter:			
<b>13. Does this event involve sponsorship from an upper tier License/Permit holder? (Manufacturer, Brewer, Distillery, Winery, Wholesaler and/or Distributor)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If "YES," Name of upper tier License/Permit holder(s):			
<b>14. What is the approximate number of attendees planned for the event?</b>			
<b>15. Have you confirmed and obtained all necessary permissions, permits and/or approvals from your city and county that may be required for your event?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A   If "N/A," explain			
<b>16. Have you confirmed the event location address is wet for the sale of alcoholic beverages for which you are applying for in this application?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   This <i>must</i> be confirmed with the County Clerk. <b><u>Not required for TN Applicants</u></b>			
<b>17. Have you obtained permission to sell alcohol from the owner of premise?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If "YES," <b>Attach Copy.</b> If "NO," Explain.			
<b>18. Other than the permission to sell alcohol on this property (question 17), do you have any other contracts and/or agreements dealing with alcohol for this event?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   If "YES," <b>Attach Copy.</b>			
<b>19. Name of Contact for this Application:</b>		<b>Position/Title:</b>	
Contact Phone No.:		Contact Email Address:	
Mailing Address:	City:	County:	Zip Code:
<b>WARNING:</b> Section 101.69 of the Texas Alcoholic Beverage Code states: "...a person who makes a false statement or false representation in an application for a permit or license or in a statement, report, or other instrument to be filed with the Commission and required to be sworn commits an offense punishable by imprisonment in the Texas Department of Criminal Justice for not less than 2 nor more than 10 years."			
I _____ swear that I have legal authorization to apply for and receive this permit. <div style="text-align: center; margin-top: -10px;">Print Name</div>			
<b>SIGN HERE</b> _____		<b>TITLE</b> _____	
Before me, the undersigned authority, on this _____ day of _____, 20____, the person whose name is signed to the foregoing application personally appeared and, duly sworn by me, states under oath that he or she has read the said application and that all the facts therein set forth are true and correct.			
<b>SIGN HERE</b> _____		<b>NOTARY PUBLIC</b>	
<b>S E A L</b>			